



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

OFFICE TECHNICIAN (TYPIST)

\$2,258 - \$2745

**LEGAL DIVISION
SAN FRANCISCO**

RESPONSIBILITIES:

Under the supervision of the Chief Counsel and functional guidance from the Staff Counsel III the incumbent will provide administrative assistance and clerical support to the staff in the Holocaust Program. This includes overall management and other office services. Duties include: typing and editing letters, memorandums, and various reports; scheduling conference calls; updating and maintaining Program staff calendars; preparing agendas and material in preparation of meetings; preparing travel schedules and travel reimbursement documents; independently preparing correspondence and responding to public inquiries; tracking correspondence to ensure timely responses; developing office procedures; receiving and reviewing incoming mail and distributing to appropriate staff; establishing, maintaining, and updating a filing system; and ordering office supplies and equipment.

DESIRABLE QUALIFICATIONS:

- Outstanding typing and computer skills; proficiency with MS Word for Windows;
- Working knowledge of the operation of various types of photocopying machines;
- Excellent public relations and communication skills;
- Willingness to exercise a high degree of initiative, independence and originality in performing assigned tasks;

WHO MAY APPLY:

Applications will be accepted from current State employees at the Office Technician (Typist) level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. *All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.*

APPLICATION PROCEDURE:

Send a completed standard State of California application to Inez Armstrong, Department of Insurance, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate "Office Technician (Typing) 239-1139-XXX on the State application.** For additional information, please call (916) 492-3271.

FINAL FILING DATE: **August 28, 2000 OR UNTIL FILLED**

NOTE: **Interested individuals, including list eligibles, must submit applications by the final filing date in order to be considered for this position.**

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

8/17/00